



APPLICATION FOR A RENEWAL

* HACKNEY CARRIAGE* / PRIVATE HIRE DRIVER* AND / OR VEHICLE*

(*please delete as applicable)

Hertsmere Driver Licence Number: [] Date of Expiry: []

(THIS MUST BE COMPLETED)

DRIVER DETAILS:

Full Name: _____

Date and Place of Birth: _____

Home Address: _____

Home & Mobile Tel. N^os: _____

E-mail Address: _____

National Insurance N^o: _____

DVLA Driver N^o: _____

Under the Deregulation Act 2015, the period of driver licence applied for should be 3 years. If there are exceptional circumstances, it can be renewed for a lesser period but reasons must be given.

Please give reason(s) if a 1 year driver licence is required: _____



VEHICLE DETAILS

Hertsmere Licence Number: [] Date of Expiry: []

Registration Number: _____

Make, Model, Colour: _____

Date of Registration: _____

Vehicle ID / Chassis N^o: _____

MOT Expiry Date: _____

Applying to carry _____ number of passengers (ie. Number of persons excluding driver).

- Are you the sole driver of the vehicle to be licenced? **YES / NO**

If 'No', please state who else does / will drive this vehicle: _____

*Vehicles that are powered by LPG / Electricity / Hybrid or Wheelchair assessable vehicles with a driver that has passed a Wheelchair Assessment Test and certified will have the vehicle licence fee reduced to £190.**

- Name and address of Hackney Carriage Proprietor / Private Hire Operator you are currently working for?

Operator: _____ Call sign: _____

Initially will you be predominantly 'full-time' or 'part-time' and will you be working mostly 'days' or 'nights'?
(This will help us assess when best to telephone you)

Full Time / Part Time

Days / Nights

- Since your last application, is there any other information that the Council should be made aware of? For example, a pending court case, medical problem, are you now also licenced by any other local authority, if so whom? This is your opportunity to declare **anything else** not covered in the application form, omitting this information may affect the renewal of your licence(s).

YES / NO

If YES, please supply this information below and continue on a separate sheet of paper if necessary.

Hertsmere Borough Council / Disclosure and Barring Service (DBS)

Update Service Authorisation Mandate

DRIVER DETAILS: *(must be completed)*

Full Name: _____

DBS Certificate Number: _____

'I confirm I give Hertsmere Borough Council the authority to which this DBS Certificate number relates to receive up-to-date information (within the meaning of section 116A of the Police Act 1997) in relation to their criminal record DBS Certificate for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to their enhanced criminal record DBS Certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.

I understand that Hertsmere Borough Council may undertake further checks of my Certificate as and when it is deemed necessary using the update service facility the DBS provide.

Signed: _____ Dated: _____

Privacy Policy-standard/enhanced checks (paper and e-Bulk applications) declaration:

I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Signed: _____ Dated: _____

DVLA Checking Code

DVLA CHECKING CODE NUMBER:

.....

The DVLA no longer produce the paper counterpart of your driving licence so you are required to check your own licence record on-line and obtain the required code number:

- Go to <https://www.gov.uk/view-driving-licence>
- Enter 'Start Now';
- You will need to have the following information to hand:
 - Driver Number (*from your DVLA driving licence*);
 - National Insurance number;
 - Your home postcode (*that appears on your driving licence*);
 - Read the declaration and click the I agree
 - View now
 - Get your check code
 - Get a code
- You can then print, download or **share** your driver record.

If you '**share**' your driver record and generate a '**licence check code**' this is only valid for a period of **21 days** after generation, please write this code in the box above. If you submit this application more than 21 days before the expiry of your licence(s) the code generated will be out of date and access will be denied. If this is the case, you must follow the above online method again and provide the unique licence check code and the last 8 characters of your driving licence to the Licensing Officer, failure to do this will delay your application. This should be done before your appointment so the Officer can access your driver record to determine your entitlement and any penalty points or endorsements, if any. However, this process can also be carried out during your appointment with the Licensing Officer.

If you choose to print your driver record, this must be submitted to the Licencing Officer within 5 working days of generation, if not it will have to be generated again.

Declaration must be completed:

I, the undersigned, having read the Guidance issued by Hertsmere Borough Council with this form, hereby apply for a renewal of a Hackney Carriage / Private Hire Driver and / or Vehicle Licence(s) within the Borough of Hertsmere. I have answered ALL the questions above and I understand that incomplete forms will be returned to me. I do solemnly declare that the answers given and all other particulars entered on this application form together with any supporting material are true to the best of my knowledge and belief. I understand that to knowingly or recklessly give any false information may lead to refusal of this application, the suspension and / or revocation of any Licence(s) granted, and / or prosecution.

- Before signing and dating below, please confirm that you:** (please tick) ✓
- Have read and understood the Guidance that accompanied this form:
 - Have answered all the questions on the application form honestly and truthfully and to knowingly or recklessly give false information can lead to refusal of this application:
 - Understand that any of the information provided may be shared with other agencies:
 - Understand that any missing information or required enclosures will delay your application:
 - Have enclosed the correct fee(s):
 - 3 year driver application fee £235:
 - (explanations see page 1) 1 year driver application fee £105:
 - Vehicle application fee £245:
 - (reduced fee see page 2) Vehicle application fee £190*:
 - Understand no part of the fee(s) is / are refundable if this application is unsuccessful and / or otherwise withdrawn by you for whatever reason:
 - Understand that under the Health Act 2006 there is to be no smoking in any private hire / Hackney Carriage vehicle at any time and that there are adequate no smoking signs:
 - Have enclosed evidence of your eligibility to work in the UK, *if applicable*:
 - Have enclosed the vehicle V5, *if applicable*:
 - Have enclosed 4 passport photographs, *if applicable*:
 - Have generated the DVLA Checking Code:
 - Have authorised Hertsmere Borough Council to use the update service to undertake further DBS checks on my certificate:
 - Must not drive for hire and reward without valid Hertsmere-issued Driver / Vehicle Licence(s) and a valid certificate of insurance covering use for hire and reward which must be produced to Licensing Officers before a vehicle licence can be granted:
 - Must report any changes in circumstances as soon as possible (i.e. *change of home address or email details, DVLA endorsements, Police Cautions/Convictions, Fixed Penalty Notice*) to a Licensing Officer:
 - Understand the fully completed application must be received minimum 5 working days prior to the expiry of the Licence(s) to ensure successful renewal prior to expiry and it is your responsibility to book an appointment with a licensing officer. (*Failure could delay the issuing of your licence(s)*)

- I understand that I must not licence my vehicle with more than one licensing district. If my vehicle is found to be licensed by another district, I understand that my Hertsmere private hire / hackney carriage vehicle licence may be suspended and or revoked:

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further details please visit the council's website: www.hertsmere.gov.uk



I confirm that I have received a copy of the Hackney Carriage / Private Hire [Driver] [Vehicle] Standard Conditions.

I understand that I must read these Conditions and if there is anything that I do not understand or I am aggrieved by, I must contact a Licensing Officer within **21 days** of receiving them.

I understand that all these Conditions are attached to my licence(s) in order for me to operate as a Hackney Carriage / Private Hire [Driver] and I must abide by them, any breach of them may constitute an offence for which Hertsmere Borough Council may suspend, revoke or refuse to renew my licence(s).

I have also received a copy of the 'Guidelines to the Relevance of Convictions' that include the Council's General Policy, Types of Convictions and the Guidance on Convictions under the Rehabilitation of Offenders Act 1974.

Signed:- _____

Dated:- _____



Please return this application form together with any relevant enclosures to:

The Licensing Section, Environmental Health, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Hertfordshire., WD6 1WA.

You can make a payment by debit card, credit card or Postal Order payable to 'Hertsmere Borough Council' and these methods will not cause a delay in the application process.

However, payment by cheque is accepted but must be received with your application at least '14 days' before the licence is renewed. Failure to comply will delay in any licence being issued. Payments by cheque should be made payable to 'Hertsmere Borough Council'

Office contact details:

	Licensing	(020) 8207 2277 (Ask for Licensing)
	Email:	licensing.taxis@hertsmere.gov.uk
	Web Address:	www.hertsmere.gov.uk/introductiontolicensing
Hertsmere Borough Council	Private Hire / Hackney Carriage Licensing Policy	www.hertsmere.gov.uk/hcphlicensingpolicy2017-2022

FOR OFFICE USE ONLY

- 1. Date Received: _____
 - 2. Application Number(s): _____
 - 3. Fee Paid and Receipt Number(s): _____
 - 4. DBS Disclosure sent and received (dates): (S) _____ (R) _____
 - 5. Update Service checked: _____
 - 6. Medical Received (date): _____
 - 7. MOT and Insurance Checked: MOT Insurance
 - 8. Tax Disc Expiry Checked:
 - 9. Evidence the Applicant is authorised to work in the UK:
 - 10. Smoking Signs compliant:
 - 11. DVLA Checking Code generated and checked:
 - 12. Recommendation: (D) _____ (V) _____
 - 13. Licence Number(s): (D) _____ (V) _____
 - 14. Issued (date): _____ / _____
 - 15. System updated (date): _____
- Officer: _____ / _____

ANY COMMENTS:
